

# Service Coordination Board (SCB) Meeting Summary

Date: 20 August 2014

Members in attendance:

	Member	In Attendance
AES	John Maclean	√
	Geoff Pile	
ASD	Ju Wang	
	Ali Nassiri	√
XSD	Mark Beno	
	Chris Jacobsen	
	Jonathan Lang	√
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	

Also in attendance: Rose Torres, and Steve Davey

This report can be accessed through the following link: [APS\\_1659578](#)

## Agenda:

- I) Review of Meeting Minutes
- II) Review of Open Action Items
- III) Status of Projects
- IV) Other Business:
  - Review of Project Close-out Reports
- V) New Business
  - Projects with funding but no progress

## Next Meeting

17 September 2014

### **New Action Items**

- 1) Nassiri to talk with Zholents and Borland to clarify the scope of the Linac Accelerating Structures – Phase I (Straightening the Linac) project (P-2233, [APS 1445304](#)) (Nassiri)
- 2) Lang to request Tischler complete a close-out form for the Mirror Support Stages and Wire Support project (P-1094, [APS 1433103](#) )
- 3) Of the 27 active projects, 8 report no progress for July plus 5 additional projects are on hold due to lack of funding. Follow-up with project managers to understand why projects are not progressing (Maclean).

### **Meeting Summary**

Torres distributed:

- 1) Meeting Agenda
- 2) Draft minutes form the 16 July meeting ([APS 1658948](#))
- 3) APS Project Report Summary - June 2014 ([APS 1442081](#), rev. 10)
- 4) APS Project Resource Summary- June 2014 ([APS 1432632](#), rev.40)
- 5) APS Project Report Summary Comment - June 2014\_([APS 1440691](#) , rev 13)

Review of Meeting Minutes – minor edits to 18 June 2014 meeting summary

### **Review of Open Action Items**

New action items from July meeting

- 1) Close Sample Changing Robot Hand project (P-508, [APS 1439028](#)) (Davey)  
Done
- 2) Close Andy Stevens' LN2 System Upgrade project (P-431, [APS 1433999](#)) (Davey)  
Done
- 3) Approve Linac Accelerating Structures – Phase I (Straightening the Linac) project (P-2233, [APS 1445304](#)) (Davey)  
Done
- 4) Close Installation of 29-ID IEX project (P-1193, [APS 1433102](#)) (Davey)  
Done
- 5) Work with Michael Fisher regarding opening a new proposal (Beno)  
Open
- 6) Close SCU 1-m Long Magnet Design and Fabrication project (P-1153, [APS 1433098](#)) (Davey)  
Open – Nassiri to clarify status.

- 7) Status delays for GISAXS Sample Changer (P-1753, [APS 1440655](#)) (Pile)  
Open
- 8) Group leader review of revised Sector 35/Sector 31 Straight Section Exchange project (P-1833, [APS 1442033](#)) (Torres)  
Torres received an update but not a revised plan.  
Open
- 9) Add a new line for new hours in the summary report. (Torres)  
Done

#### Ongoing action items

- 1) Follow-up with Andy Stevens regarding the submission of a new LN2 project proposal (Pile).  
Maclean addressed with Stevens.  
Done
- 2) Follow-up with Preissner regarding the status/closure of the Chupas' Sample Changing Robot Hand project (P-508, [APS 1439028](#)) (Pile)  
Preissner completed closeout form (see below).  
Done
- 3) Michael Fisher submitting a new proposal for a new stand ~160 Hours and provisional approval sought.  
Open

#### Status of Projects

##### Discussion

- Nassiri to talk with Zholents and Borland to clarify the scope of the Linac Accelerating Structures – Phase I (Straightening the Linac) project (P-2233, [APS 1445304](#))
- Three projects were completed:
  - Central Network and Server Upgrades (P-1175, [APS 1444768](#))  
Sidorwicz completed a close-out form
  - Installation for IEX Beamline (P-1193, [APS 1433102](#))  
McChesney completed a close-out form
  - Mirror Support and (P-1094, [APS 1433103](#))  
Action item: Lang to request Tischler complete a close-out form

#### Other Business

- Three project close-out forms have been submitted:
  - 11-BM: Complete assembly of Sample Changing Robot Hand Project (P-508, [APS 1439028](#))  
Requestor: Chupas, Peter J.  
Project Manager: Curt Preissner

Report completed by Preissner: still waiting for drawings – to be in ICMS shortly; challenges led to resources variances; resource allocation improved during the project; suggestion: resource allocation confirmed before starting work; and too little contingency.

- Installation of 29-ID IEX (P-1193, [APS 1433102](#))  
Requestor/Project Manager: Jessica McChesney  
Report completed by McChesney: variance on engineering effort – due to questions about scope? Lang: scope defined from the start, we knew what we were building
- Central Networking Upgrades (P-1175, [APS 1444768](#))  
Requestor: Ken Sidorwicz  
Project Manager: Arista Thurman  
Report completed by Sidorwicz: service on the mark and documentation on-line.
- Best not to close-out projects with outstanding documentation

#### **New Business**

- Torres noted that of the 27 active projects, 8 report no progress for July plus 5 additional projects are on hold due to lack of funding.  
Action item: Maclean to follow-up with project managers to understand why projects are not progressing

**Next Meeting: 17 September 2014, 401/B4100, 11:15**